

April, 1968

NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION  
MATERIALS BUREAU

FORMS INSTRUCTION  
SAMPLE AND ACCEPTANCE TRANSMITTAL  
FORM BR 240

SCOPE

Form BR 240, entitled "Sample and Acceptance Transmittal", accompanies all submissions of samples of materials secured by the Department or its designated representatives to the Materials Bureau except for the following items:

Fine and Coarse Aggregates (BR 3)

Bituminous Materials (BR 170)

Bituminous Plant-Mix Materials (BR 170)

Bituminous Cores (BR 166) .

Concrete Cores (BR 166)

Concrete Cylinders (BR 41)

Samples of the materials listed above are accompanied by the form indicated in parenthesis.

Form BR 240 is a five-part color coded snap-out form containing provisions for both identification by the Inspector of the material sampled and eventual entry of acceptance or rejection action by the Materials Bureau.

Upon completion of tests the Materials Bureau will enter on BR 240 the action accorded the material sampled. Specific copies of the form are then returned to the office of the originating Inspector.



EXECUTION AND TRANSMITTAL

1. All entries printed by ball point pen or type-writer.
2. Use sufficient pressure to assure legibility of all copies.
3. Rubber-stamp entries not to be used.
4. All entries to be in accordance with instructions.
5. Following completion remove pink copy by carefully detaching it from the left hand stub of the form without disrupting the assembled set. Retain this copy.
6. Insert completed form in the "Sample Transmittal Envelope", Form BR 241. Do not fold.
7. Place envelope inside sample package for transmission to Materials Bureau.
8. The Department's pre-addressed shipping tag, Form BR 108, should be used to direct the package to its proper destination. When this tag is not used the correct address is as follows:  
  
    TO: Materials Bureau  
        N.Y.S. Department of Transportation  
        State Campus - Building # 7  
        1220 Washington Avenue  
        Albany, New York 12226
9. Upon completion of tests the Materials Bureau will complete the "action" portion of the form and affix a validation signature in the box on the lower right.
10. The yellow and green copies of the form with the final action and validation affixed will be returned to the Department or Inspection Agency office having supervision over the Inspector who submitted the sample.
11. That office will forward the green copy to the Inspector while retaining the yellow copy on file.



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ENTRY INSTRUCTIONS

The upper portion of Form BR 240 and the lower right hand box entitled "Materials Bureau Validation" are for use only by Materials Bureau personnel in Albany and no entries are to be made by the Inspector in those portions of the form.

Inspectors entries are to be made only in the numbered boxes. Not all boxes are applicable to each material or product sampled.

BR-240 (11/68)		SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.	
TO: _____ Material Represented by the Sample Described Below Was _____							
ON _____ For _____							
(Action Official Only When Validated Below By The Materials Bureau)							
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW							
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)		1. MATERIAL		2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.	
		5. SUPPLIER AND LOCATION				6. QUANTITY IN LOT	7. LOT NO.
		8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)				9. BATCH NO.	10. DATE OF
		11. SAMPLED AT		12. TYPE		13. SAMPLED FROM	
		<input type="checkbox"/> PLANT <input type="checkbox"/> JOB		<input type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE		<input type="checkbox"/> BPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.	
25. CONTRACTOR AND PROJECT LOCATION		14. SAMPLED BY (INCL. DIST. NO. OR A...)					
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU		MATERIALS BUREAU VALIDATION					

The following information applies to those boxes which may not necessarily be self-explanatory for all products.

Box 4, Contract No. Enter Department project identification number for all samples taken at the job site or for samples taken at an off-project supply location representing a specific lot of material which, by Department instructions, is to be eventually shipped to a single specific project site.

NYSDOT  
Library  
50 Wolf Road, POD 34  
Albany, New York 12232

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Box 5, Supplier and Location - For the purpose of this form "supplier" is defined as the Company actually making the shipment direct to the project site. For "location" the city and state is sufficient. (Note - when sampling paint at a fabricating shop where the paint is to be applied to structural members prior to shipment of the members to the project site, the fabricating shop is to be considered as the "supplier").

Box 6, Quantity in the Lot - Always enter the unit of measure (i.e. - feet, pounds, pieces, etc.).

Box 8, Manufacturer and Location - For identification of the actual manufacturer or producer and/or production location when either or both are different than the supplier and supply location entered in Box 5.

Box 9, Batch No. - Enter only when applicable to the material or product (i.e. - paint, epoxy, etc.).

Box 10, Date of Manufacture - Same as above.

Box 12, Type - Check appropriate box in accordance with the following definitions.

Control Sample - A sample required by Department instructions to secure evidence of acceptability.

Info. Sample - A sample secured representing material already possessing the stipulated evidence of acceptability but for which further information is desired relative to its conformance with specifications or its application or use characteristics. When submitting this type of sample always explain the reason for its submission in Box 16.

BPR Sample - A sample secured by the Engineer at the specific request of a representative of the Bureau of Public Roads.



Approved List Mat. - A sample secured at the project site of material for which the required evidence of acceptability is the presense of the brand name of the product on a list of approved materials issued by the Materials Bureau but which, in the opinion of the Engineer, has proven unsatisfactory in use. Explain the reason for submission in Box 16.

Certified Mat. - Same as above except that the required evidence of acceptability consists of the filing of a "certification of compliance" or "certified test results" with the Engineer by the supplier.

Box 13, Sampled From - Describe concisely the physical facility from which the sample was obtained (i.e. - 55-gal. drum, Silo #XX, Tank #XX, mill banded bundle, Warehouse rolls, etc.).

Box 14, Sampled By - Print name of person securing sample together with his affiliation (NYSDOT District number or Inspection Agency name).

NOTE - Inspection Agency personnel must also list the location of their company's office which administers the particular inspection assignment under which the sample was secured. This location shall be noted by abbreviating the name of the city and such information may, if necessary, be inserted in the lower right hand box immediately under the bold ruled line and directly opposite the printed legend "Materials Bureau Validation".

Box 25, Contractor and Project Location - Enter only when Box #4 "Contract No." requires an entry.

Box 16, Additional Info. - Typical required uses:  
Reinforcing bars - Tabulation of bar size, heat number, manufacturer and quantity.

Concrete Pipe - Enter Working Drawing Number, Results of 3-edge bearing strength test in pounds per linear foot.  
Cement - List can numbers (Example: cans 1 to 27)



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Epoxy Products - May be used to facilitate entry of gallonage breakdown between Parts A & B (when so used, enter reference to this box in Box No. 6).

Enter sample table used.

Welded Wire Fabric - Enter gage and spacing of mesh as declared by the supplier. When sampling fabric for use in the manufacture of concrete pipe, enter the name and location of the pipe plant to which the fabric will be shipped.

EXAMPLES

SR-240 (1/68)		SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.
TO: _____ Material Represented by the Sample Described Below Was _____						
ON _____ For _____						
(Action Official Only When Validated Below By The Materials Bureau)						
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW						
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)		1. MATERIAL CLASS II	2. ITEM NO.	3. DATE SAMPLED	4. CONTRACT NO.	
WORKING DWG - NY 18 REV 1		42" REINF. CONC. PIPE	14	4/5/68		
500 Pcs - 8' LIVING LENGTH		5. SUPPLIER AND LOCATION SMOOTH PIPE CO - MILTOWN, N.Y.		6. QUANTITY IN LOT 4000 FT	7. LOT NO. 23	
TEST RESULTS: 1 <sup>st</sup> CRACK - 9,650 LBS/LIN. FT. ULTIMATE - 12,650 LBS/LIN. FT.		8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)		9. BATCH NO.	10. DATE OF MFG. 3/1-15	
		11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB	12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE	13. SAMPLED FROM SEGREGATED STOCKPILE		
				14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE - DIST 1		
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU		25. CONTRACTOR AND PROJECT LOCATION		MATERIALS BUREAU VALIDATION		

(Reduced)

CONCRETE PIPE SAMPLED AT PIPE PLANT



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JR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.
TO: _____ Material Represented by the Sample Described Below Was _____				
ON _____ For _____				
(Action Official Only When Validated Below By The Materials Bureau)				
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW				
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)  .240*6 - 3"x6"  FOR SHIPMENT TO:  ACE CONCRETE PIPE CO. HIGHTON, N.Y.	1. MATERIAL WEADED WIRE FABRIC	2. ITEM NO. CONC PIPE	3. DATE SAMPLED 4/5/68	4. CONTRACT NO.
	5. SUPPLIER AND LOCATION ABC STEEL CO - STEELVILLE PA.	6. QUANTITY IN LOT 193 SHEETS		7. LOT NO. 23
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)		9. BATCH NO.	10. DATE OF MFG.
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB	12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE <input type="checkbox"/> BPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.	13. SAMPLED FROM WAREHOUSE LIFTS	
	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE - GTL		15. CONTRACTOR AND PROJECT LOCATION	
MATERIALS BUREAU VALIDATION P130R11				
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU				

(Reduced)  
CONCRETE PIPE FABRIC SAMPLED AT STEEL FABRICATING SHOP

JR-240 (1/68) SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.
TO: _____ Material Represented by the Sample Described Below Was _____				
ON _____ For _____				
(Action Official Only When Validated Below By The Materials Bureau)				
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW				
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)  SIZE HEAT NO. MFG. WEIGHT 5 281WC48 ABC 20,000 6 06AT931 ABC 10,000 9 283W491 ABC 80,000 9 281W289 ABC 20,000 130,000#	1. MATERIAL REINFORCING BARS	2. ITEM NO. 28	3. DATE SAMPLED 4/5/68	4. CONTRACT NO.
	5. SUPPLIER AND LOCATION ABC STEEL CO - STEELTOWN, N.Y.	6. QUANTITY IN LOT 130,000 LBS		7. LOT NO. 23
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE) ABC STEEL CO - FURNACEVILLE, PA		9. BATCH NO.	10. DATE OF MFG.
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB	12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE <input type="checkbox"/> BPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.	13. SAMPLED FROM MILL BUNDLED BUNDLES	
	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE GTL		15. CONTRACTOR AND PROJECT LOCATION	
MATERIALS BUREAU VALIDATION P130R11				
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU				

(Reduced)  
REINFORCING BARS SAMPLED UNDER MATERIALS METHOD N.Y. 2



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SR-240 (11/68) SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.
TO: _____ Material Represented by the Sample Described Below Was _____				
ON _____ For _____				
(Action Official Only When Validated Below By The Materials Bureau)				
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW				
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)  Part A 550 Gal. Part B 1100 Gal. TOTAL 1650 Gal.  Sample table Used A	1. MATERIAL Epoxy Polysulfide Binder M298		2. ITEM NO.	3. DATE SAMPLED 5-2-68
	5. SUPPLIER AND LOCATION ABC Materials Corp. Bronx N.Y.		6. QUANTITY IN LOT See Box 16	7. LOT NO. 2
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)		9. BATCH NO. 68-1-A+B	10. DATE OF MFG. 5-1-68
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB		12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE <input type="checkbox"/> SPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.	
	13. SAMPLED FROM Drums (55 gal.)		14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) John Doe GTL N.Y.C.	
25. CONTRACTOR AND PROJECT LOCATION		MATERIALS BUREAU VALIDATION		
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU				

(Reduced)

EPOXY SAMPLED AT MANUFACTURER'S LOCATION

SR-240 (11/68) SAMPLE AND ACCEPTANCE TRANSMITTAL NYSDOT MATERIALS BUREAU		SERIAL NO.	DATE REC'D.	TEST NO.
TO: _____ Material Represented by the Sample Described Below Was _____				
ON _____ For _____				
(Action Official Only When Validated Below By The Materials Bureau)				
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW				
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR)	1. MATERIAL PRIMER		2. ITEM NO.	3. DATE SAMPLED 4/5/68
	5. SUPPLIER AND LOCATION STEEL FAB, INC - STEELVILLE, PA.		6. QUANTITY IN LOT 210 GAL.	7. LOT NO. 2300
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE) COLOR PAINT CO - HUETOWN, MD.		9. BATCH NO. 2300	10. DATE OF MFG. 3/2/68
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB		12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE <input type="checkbox"/> SPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.	
	13. SAMPLED FROM 505 GAL DRUM		14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE - GTL	
25. CONTRACTOR AND PROJECT LOCATION		MATERIALS BUREAU VALIDATION DIFFERENT		
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU				

(Reduced)

SHOP COAT PAINT SAMPLED AT STEEL FABRICATING SHOP



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TO: _____ Material Represented by the Sample Described Below Was _____						
ON _____ For _____						
(Action Official Only When Validated Below By The Materials Bureau)						
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW						
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR) PLANT CURRENTLY SUPPLYING ITEM 18 CONCRETE TO FARC 68-00 AND RC 68-01 FIRST JOB REPORTS CONTINUED RUN OF LOW AIR CONTENTS. NO REPORT FROM SECOND JOB.	1. MATERIAL AIR ENTRAINING AGENT		2. ITEM NO. M21	3. DATE SAMPLED 4/5/68	4. CONTRACT NO.	
	5. SUPPLIER AND LOCATION ABC CONCRETE CO - RIVERTOWN, NY		6. QUANTITY IN LOT 275 GAL		7. LOT NO.	
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE) AIR CHEM CO - ST LOUIS MO		9. BATCH NO. 97013		10. DATE OF MFG.	
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB	12. TYPE <input type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE	<input type="checkbox"/> SPR SAMPLE <input checked="" type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.		13. SAMPLED FROM 55 GALLON DRUM	
	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE DIST 1					
	20. CONTRACTOR AND PROJECT LOCATION		MATERIALS BUREAU VALIDATION			
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU						

(Reduced)

CONCRETE ADMIXTURE SAMPLED AT BATCH PLANT  
DUE TO POOR PERFORMANCE REPORT FROM JOB SITE.

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TO: _____ Material Represented by the Sample Described Below Was _____						
ON _____ For _____						
(Action Official Only When Validated Below By The Materials Bureau)						
UPPER PORTION FOR MATERIALS BUREAU ONLY - INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW						
16. ADDITIONAL INFO. (SEE INSTRUCTIONS ON REAR) Cans # 1-27	1. MATERIAL TYPE 2 PORTLAND CEMENT		2. ITEM NO. 15-2	3. DATE SAMPLED 4/5/68	4. CONTRACT NO.	
	5. SUPPLIER AND LOCATION ABC CEMENT CO - KILNVILLE, N.Y.		6. QUANTITY IN LOT 20000 BAGS		7. LOT NO.	
	8. MANUFACTURER AND LOCATION (IF DIFFERENT THAN ABOVE)		9. BATCH NO.		10. DATE OF MFG. 4/3-5	
	11. SAMPLED AT <input checked="" type="checkbox"/> PLANT <input type="checkbox"/> JOB	12. TYPE <input checked="" type="checkbox"/> CONTROL SAMPLE <input type="checkbox"/> INFO. SAMPLE	<input type="checkbox"/> SPR SAMPLE <input type="checkbox"/> APPROVED LIST MAT. <input type="checkbox"/> CERTIFIED MAT.		13. SAMPLED FROM SILCO 41	
	14. SAMPLED BY (INCL. DIST. NO. OR AGENCY) JOHN DOE - DIST 1					
	20. CONTRACTOR AND PROJECT LOCATION		MATERIALS BUREAU VALIDATION N.Y.C.			
RETAIN PINK COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU						

(Reduced)

CEMENT SAMPLED AT MILL LOCATION



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